

# *Technology Trust Fund*

FY06 TTF Budget Request Manual

Circuit Court Clerks

*Compensation Board*

August 1, 2005

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# PART A ~ FY06 TTF Budget Request

## *Screen 1*

### COIN Main Menu



#### **Explanation**

Logon to the Compensation Board COIN Main Menu using one of three methods:

- VITA Mainframe via locality networks;
- Attachmate or ResQportal options using the Compensation Board web site Restricted Access tab; or
- VITA access via Supreme Court of Virginia (Clerks only).

For more instructions regarding logon to COIN see the Compensation Board web site at [http://www.scb.state.va.us/coininformation/coin\\_production\\_instructions.pdf](http://www.scb.state.va.us/coininformation/coin_production_instructions.pdf).

The year and month (YY/MM) will be automatically generated.

#### **LOCALITY**

Enter the **three-digit code** for your locality.

#### **OFFICE**

Enter **321** for the Clerks' office code.

#### **PF Keys**

F1 Help screen  
F12 Logoff

#### **Option**

Select **7** for TTF Budget Request.

# PART A ~ FY06 TTF Budget Request

## Screen 2

### TTF Budget Request for Equipment and Services

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://ditmvs3.state.va.us/servlet/resqportal/resqportal> Go

MCBN-A COIN BUDGET REQUEST 2005-07-27 15:38

V.05242005 FY: 2006 LOC: 087 OFF: 321 HENRICO COUNTY

TECHNOLOGY TRUST FUND (TTF) BUDGET REQUEST FOR EQUIPMENT AND SERVICES

1. TTF PROGRESS SURVEY
2. VITA SECURE REMOTE ACCESS CERTIFICATION
3. TTF BUDGET REQUEST / CARRYOVER ELECTION
4. EQUIPMENT REQUEST
5. SERVICES REQUEST
6. TTF BUDGET REQUEST CERTIFICATION
7. \$1 TTF BUDGET REQUEST FOR EQUIPMENT AND SERVICES
8. TTF STATUS

OPTION:

ResQ Portal

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10

Done Internet 3:39 PM

#### Explanation

The eight selections on the Technology Trust Fund (TTF) Budget Request Menu are options of the TTF budget process in COIN.

**Option 1 – TTF Progress Survey.** All Clerks must complete a series of screens that provide the Compensation Board with current information on the status of secure remote access (SRA) to land records on a court-controlled website.

**Option 2 – VITA Secure Remote Access Certification.** All Clerks must certify that either 1) SRA to land records is currently provided on a court-controlled website or 2) SRA to land records is not currently provided on a court-controlled website.

**Option 3 – TTF Budget Request / Carryover Election.** All Clerks must elect either to 1) budget his/her TTF for FY06 or 2) carryover his/her TTF available balance to FY07.

**Options 4 and 5 – Equipment Request and Services Request.** Clerks who elect to budget for FY06 may request funds for equipment and/or services.

**Option 6 – TTF Budget Request Certification.** Clerks who make a FY06 budget request for equipment and/or services must certify compliance with the Virginia Public Procurement Act. Options 1-3, 4 and/or 5 must be complete before certifying this screen.

## PART A ~ FY06 TTF Budget Request

**Option 7 - \$1 TTF Budget Request for Equipment and Services.** Clerks who are not currently providing SRA to land records may request \$1 money. Clerks must certify a shortfall of funds when requesting \$1 money.

**Option 8 – TTF Status.** For Compensation Board use only.

Clerks may view their **FY06 TTF Budget Totals using the F4 key.**

The entire TTF budgeting process (Options 1-7) must be concluded on or before **August 31, 2005**. Clerks who do not complete the FY06 TTF budget process in COIN will automatically carryover their TTF to a future fiscal year. **Mid-year access to TTF funds is not guaranteed to Clerks who do not submit a budget request in August.**

### **PF Keys**

F1 Help screen  
F3 COIN Main Menu  
F4 TTF Totals screen  
F12 COIN Main Menu

### **Continue**

Select **1** to proceed to TTF Progress Survey for FY05.

# PART A ~ FY06 TTF Budget Request

## Screen 3

### TTF Progress Survey

#### Explanation

Option 1 is the TTF Progress Survey and the first step in the FY06 TTF budgeting process. **The TTF Progress Survey is a series of 10 screens, all of which must be completed prior to TTF budget certification.** Pictured above is the first screen only. A Clerk may enter “Y” or “N” for each question. Any other value will result in an error message. For question 1, if the answer is “Y”, then a website address must be entered. All questions on the page must be answered before the system will allow the user to proceed to the next survey page. Questions 16-27 require entering a date (4-digit year) between the years 1600 and current year, or if no digital / scanned index or image exists, enter 0000 (4-zeros).

Follow the instructions at the top of each screen. To save your answers press **ENTER** or **F8** to save your answers and advance to the next page.

Users may exit and re-enter the survey at a later date until the deadline of August 31. The TTF budget request process cannot be concluded until the TTF Progress Survey is complete. **The entire TTF budget process must be complete by midnight on August 31, 2005.**

#### PF Keys

- F1 Help screen
- F2 Authorized Budget screen
- F3 TTF Menu
- F4 TTF Totals screen
- F5 First Page of Survey
- F6 Last Page of Survey
- F7 Previous screen
- F8 Next screen
- F12 COIN Main Menu

#### Continue

Use **F8** key to proceed to next screen. At end of Progress Survey, use **F3** key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Survey Questions

Items 1-4: Answer either "Y" for yes or "N" for no for each item.

1. MY COURT-CONTROLLED WEBSITE PROVIDES UP-TO-DATE PUBLIC NOTICE OF ALL SCANNED/ DIGITAL INDICES AND IMAGES OF LAND RECORDS AVAILABLE ONLINE.

IF YES, PROVIDE A WEBSITE ADDRESS:

2. MY OFFICE PROVIDES DIGITAL INDEXES OF LAND RECORDS.
3. MY OFFICE PROVIDES ONSITE ACCESS TO DIGITAL INDEXES OF LAND RECORDS.
4. MY OFFICE PROVIDES SECURE REMOTE ACCESS TO DIGITAL INDEXES OF LAND RECORDS.

Items 5-10: Answer either "Y" for yes or "N" for no for each item to indicate whether your office currently provides scanned / digital **images** of these types of court records.

5. LAND RECORDS (DEEDS, DEEDS OF TRUST)
6. PLATS / MAPS
7. MARRIAGE LICENSES
8. JUDGEMENTS
9. FINANCING STATEMENTS
10. WILLS / FIDUCIARY

Items 11-15: Answer either "Y" for yes or "N" for no for each item to indicate whether your office has procedures regarding scanned / digital **images** of land records.

11. MY OFFICE PROVIDES ONSITE ACCESS TO LAND RECORD IMAGES.
12. MY OFFICE PROVIDES SECURE REMOTE ACCESS TO LAND RECORD IMAGES.
13. MY OFFICE PROVIDES CAPABILITY TO E-FILE (ELECTRONIC FILING) LAND RECORD IMAGES.
14. MY OFFICE REQUIRES USE OF COVER SHEET ON LAND RECORD IMAGES.
15. MY OFFICE PROVIDES USE OF A UNIQUE PIN NUMBER ON LAND RECORD IMAGES.

Items: 16-21: Indicate the **oldest continuous year** of scanned / digital **indexes** made available by your office. Please answer each item. Type "0000" if there is no digital index of that type of record.

16. LAND RECORDS (DEEDS, DEEDS OF TRUST)
17. PLATS / MAPS
18. MARRIAGE LICENSES
19. JUDGEMENTS

# PART A ~ FY06 TTF Budget Request

## 20. FINANCING STATEMENTS

## 21. WILLS / FIDUCIARY

*Items: 22-27: Indicate the **oldest continuous year** of scanned / digital **images** made available by your office. Please answer each item. Type "0000" if there is no digital image of that type of record.*

## 22. LAND RECORDS (DEEDS, DEEDS OF TRUST)

## 23. PLATS / MAPS

## 24. MARRIAGE LICENSES

## 25. JUDGEMENTS

## 26. FINANCING STATEMENTS

## 27. WILLS / FIDUCIARY

*Items 28-32: Answer either "Y" for yes or "N" for no for each item to indicate whether the listed automated system is **linked** to your land records data.*

## 28. TAX ASSESSMENTS

## 29. TITLE TRANSFERS

## 30. DELINQUENT REAL ESTATE TAXES

## 31. BUILDING PERMITS

## 32. GEOGRAPHICAL INFORMATION SYSTEMS

*Items 33-43: Indicate with a "Y" the **vendor(s)** with whom you have signed a services contract. Please choose at least one vendor or write in your own.*

## 33. AMCAD

## 34. BUSINESS INFORMATION SYSTEMS (BIS)

## 35. COTT

## 36. CUSTOM/ IN-HOUSE LAND RECORDS MANAGEMENT SYSTEM

## 37. EAGLE COMPUTER SYSTEMS

## 38. INTERNATIONAL LAND SYSTEMS (ILS)

## 39. LOGAN SYSTEMS, INC.

## 40. MIXNET CORPORATION

## 41. REAMS COMPUTER CORPORATION

## 42. SUPREME COURT OF VIRGINIA

## 43. OTHER \_\_\_\_\_

*Items 44-50: Indicate with "Y" all **next steps** your office needs to take to provide secure remote access to land records on or before July 1, 2006. Please indicate all that are applicable.*

## 44. BACK-FILE CONVERSION OF LAND RECORD INDEXES

## 45. BACK-SCAN (IMAGING) LAND RECORDS

## 46. PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS

## 47. SIGN SERVICES CONTRACT WITH LAND RECORDS MANAGEMENT VENDOR(S)

## 48. PURCHASE ADDITIONAL TECHNOLOGY EQUIPMENT

## 49. MAKE LINKAGE OF AUTOMATED SYSTEM(S) WITH LAND RECORDS DATA

## 50. OTHER \_\_\_\_\_



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*Items 51-59: Indicate with a "Y" all the **obstacles** your office faces in providing secure remote access to land records on or before July 1, 2006. Please indicate all that are applicable.*

- 51. FUNDING IS INSUFFICIENT
- 52. PRIVACY OR LIABILITY ISSUES
- 53. VENDOR PROBLEMS
- 54. TIMING ISSUES
- 55. STAFF IN YOUR OFFICE IS INSUFFICIENT FOR SRA  
WORKLOAD
- 56. LOCAL SUPPORT LACKING
- 57. SUBSCRIBERS NUMBER FOR SRA IS INSUFFICIENT
- 58. NO OBSTACLES
- 59. OTHER \_\_\_\_\_

# PART A ~ FY06 TTF Budget Request

## Screen 4

### VITA Secure Remote Access Certification

#### Secure

Security requirements are outlined in *Security Standards for Restricted Remote Access to Documents on Court-Controlled Websites*, (ITRM Standard SEC503-02, March 28, 2005) by Virginia Information Technologies Agency (VITA).

#### Remote access

The 2005 VITA security standard defines remote access as allowing inspection to be made without the need to physically visit the courthouse where the court record is maintained.

#### Land records

The document *Modernizing Land Records in Virginia, Final Report*, January 1, 1998, by the Land Records Management Task Force defines land records as deeds, deeds of trust, maps, and plats.

#### Explanation

Option 2 from the TTF Budget Request menu is a series of three screens relating to security standards for remote access as defined by the Virginia Information Technologies Agency.

#### SRA

Enter "Y" for Yes if you are currently providing secure remote access (SRA) to land records on a court-controlled website. Enter "N" for No if you are not currently providing SRA. Any value other than "Y" or "N" will result in an error message. This is a required field.

#### PF Keys

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F7 Previous screen  
F8 Next screen  
F12 COIN Main Menu

#### Continue

Use **F8** key to proceed to the Certification screen.

# PART A ~ FY06 TTF Budget Request

## Screen 5

### Currently Providing Secure Remote Access Certification

#### Explanation

This screen is available to **Clerks who answer “Y” to currently offering secure remote access to land records on a court-controlled website**. §17.1-279D, Code of Virginia, provides guidance to Circuit Court Clerks in providing SRA to land records on court-controlled websites on or before the deadline set by the General Assembly of July 1, 2006. The complete text of §17.1-279, Code of Virginia, is located at the back of this manual. Clerks are directed to comply with the mandatory standards developed by VITA in *Security Standards for Remote Access to Court Documents*, ITRM SEC2001-01.1, dated December 1, 2001, **and all subsequent revisions**. Revision 1 was published on December 17, 2003 and Revision 2 on March 28, 2005 (ITRM Security SEC503-02).

The 2005 VITA standard requires that Clerks make a self-certification to comply with §2.2-3808.2, Code of Virginia (full text is located in the back of this manual). A summary of Code sections includes:

- A. Clerks may not allow a new document on a court-controlled web site with an actual signature, SSN, DOB, maiden name, financial account number, or name/age of a minor child.
- B. Clerks must post a list of documents routinely found on the court-controlled web site.
- C. As provided by law, access to the original documents is available.
- D. Clerks restrict remote access to documents containing the above information to subscribers that are pre-approved and registered.
- E. Clerks are immune from suit arising from acts or omissions related to providing secure remote access on a court-controlled web site unless grossly negligent.
- F. Sunset of this provision is July 1, 2007.

**Self-certification is embedded in the FY06 TTF budget process in COIN and is a substitute for the self-certification form, Appendix C in the 2005 revision of the VITA security standards.** The security standards developed by VITA may be found at [http://www.vita.virginia.gov/docs/psg/Rem\\_Accs\\_Docs\\_on\\_Crt-Contrd\\_Webs-revision1.pdf](http://www.vita.virginia.gov/docs/psg/Rem_Accs_Docs_on_Crt-Contrd_Webs-revision1.pdf).

#### Certification

To concur with the certification enter “Y” for yes. Any value other than “Y” or “N” will result in an error message. This is a required field.

## PART A ~ FY06 TTF Budget Request

**Officer Logon** Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your code are letters of the alphabet. This is a required field. Press ENTER to save your entry.

**PF Keys**

F1	Help screen
F2	Authorized Budget screen
F3	TTF Menu
F4	TTF Totals screen
F7	Previous screen
F12	COIN Main Menu

**Continue** Use **F3** key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 6 Not Currently Providing Secure Remote Access Certification

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://ditmvs3.state.va.us/servlet/resqportal/resqportal> Go

MCBP COIN BUDGET REQUEST 2005-07-27 15:42  
V.08012005 FY: 2006 LOC: 087 OFF: 321 HENRICO COUNTY

**VITA SECURE REMOTE ACCESS CERTIFICATION**

NOT CURRENTLY PROVIDING SECURE REMOTE ACCESS TO LAND RECORDS.

PERSUANT TO 17.1-279B, CODE OF VIRGINIA, AND IN ACCORDANCE WITH THE VIRGINIA INFORMATION TECHNOLOGIES AGENCY DOCUMENT "SECURITY STANDARDS FOR REMOTE ACCESS TO COURT DOCUMENTS ON COURT-CONTROLLED WEBSITES" (ITRM STANDARD SEC503-02), EFFECTIVE MARCH 28TH, 2005, AND ANY PREVIOUS THERETO, I HEREBY CERTIFY THAT:

1) THIS COURT'S WEBSITE AND SUPPORTING COMPUTER NETWORK OR SYSTEM WILL BE IN COMPLIANCE AND

2) MY REQUEST FOR TTF MONIES IS BASED UPON MY INTENT TO PROVIDE SECURE REMOTE ACCESS TO LAND RECORDS ON A COURT-CONTROLLED WEBSITE ON OR BEFORE JULY 1, 2006.

I CONCUR WITH THE ABOVE STATEMENT (Y/N) .

OFFICER LOGIN:

ResQ Portal

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10

### Explanation

This screen is available to **Clerks who answer "N" to currently offering secure remote access to land records on a court-controlled website**. §17.1-279D, Code of Virginia, provides guidance to Circuit Court Clerks in providing SRA to land records on court-controlled websites on or before the deadline set by the General Assembly of July 1, 2006. The complete text of §17.1-279, Code of Virginia, is located at the back of this manual. Clerks are directed to comply with the mandatory standards developed by VITA in *Security Standards for Remote Access to Court Documents*, ITRM SEC2001-01.1, dated December 1, 2001, **and all subsequent revisions**. Revision 1 was published on December 17, 2003 and Revision 2 on March 28, 2005 (ITRM Security SEC503-02).

The 2005 VITA standard requires that Clerks make a self-certification to comply with §2.2-3808.2, Code of Virginia (full text is located in the back of this manual). A summary of Code sections includes:

- A. Clerks may not allow a new document on a court-controlled web site with an actual signature, SSN, DOB, maiden name, financial account number, or name/age of a minor child.
- B. Clerks must post a list of documents routinely found on the court-controlled web site.
- C. As provided by law, access to the original documents is available.
- D. Clerks restrict remote access to documents containing the above information to subscribers that are pre-approved and registered.
- E. Clerks are immune from suit arising from acts or omissions related to providing secure remote access on a court-controlled web site unless grossly negligent.
- F. Sunset of this provision is July 1, 2007.

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Self-certification is embedded in the FY06 TTF budget process in COIN and is a substitute for the self-certification form, Appendix C in the 2005 revision of the security standards. The security standards developed by VITA may be found at [http://www.vita.virginia.gov/docs/psg/Rem\\_Accs\\_Docs\\_on\\_Crt-Contrd\\_Webs-revision1.pdf](http://www.vita.virginia.gov/docs/psg/Rem_Accs_Docs_on_Crt-Contrd_Webs-revision1.pdf).

<b>Certification</b>	To concur with the certification enter "Y" for yes. Any value other than "Y" or "N" will result in an error message. This is a required field.
<b>Officer Logon</b>	Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your code are letters of the alphabet. This is a required field. Press ENTER to save your entry.
<b>PF Keys</b>	<ul style="list-style-type: none"><li>F1 Help screen</li><li>F2 Authorized Budget screen</li><li>F3 TTF Menu</li><li>F4 TTF Totals screen</li><li>F7 Previous screen</li><li>F12 COIN Main Menu</li></ul>
<b>Continue</b>	Use <b>F3</b> key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 7

### Election to FY06 Budget Request or Carryover

#### Explanation

Option 3 gives the Clerk a **choice to budget their FY06 TTF available balance or carryover FY06 TTF available funds. Please answer both questions.** The first statement is a request to budget TTF in FY06 and the second statement is a carryover request.

In FY06 (as in FY05), a portion of TTF available funds for each Clerk's office is transferred to the General Fund to offset budget reductions. The same percentage was taken out in FY05. The formula for your FY06 TTF available balance is:

FY05 unused TTF balance	+	FY05 \$4 collections	-	FY06 transfer of TTF into General Fund	=	FY06 TTF available balance
----------------------------	---	-------------------------	---	---	---	-------------------------------

An election to **budget** the FY06 TTF available balance means that your TTF funds can be applied to an equipment request(s) and/or services request(s) to support:

- Land records technology, and/or
- Technology improvements in Law and Chancery or Criminal Divisions of the Circuit Court.

A **carryover** election means that the FY06 TTF available balance for your locality will be available to you in August 2006 for budget or carryover. If you elect to carryover funds now for FY06 the Compensation Board cannot guarantee access to your TTF funds mid-year. Each mid-year request for TTF money not previously budgeted in August is determined on a case-by-case basis and on the availability of unencumbered funds. A TTF mid-year docket request (explained in Part B of this manual) is necessary to have access to funds previously requested for carryover. If requesting carryover a certification screen will be provided for you. After certification you may exit the system or return to the TTF Menu for further processing.

#### Election

A **budget election and carryover election are mutually exclusive.** Respond to one statement with a "Y" and the other with an "N". Answer both statements but do not respond to both statements in the same way. Any value other than "Y" and "N" will result in an error message. This is a required field.

## PART A ~ FY06 TTF Budget Request

**PF Keys**

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F7 Previous screen  
F8 Next screen  
F12 COIN Main Menu

**Continue**

Use **F8** key or press ENTER to proceed to next screen.



# PART A ~ FY06 TTF Budget Request

## Screen 8

### Carryover Certification

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://ditmvs3.state.va.us/servlet/resqportal/resqportal> Go

MCBQ COIN BUDGET REQUEST 2005-07-28 07:27

V.08012005 FY: 2006 LOC: 003 OFF: 321 ALBEMARLE COUNTY

TTF BUDGET REQUEST/ CARRYOVER ELECTION

I ELECT TO CARRYOVER MY TTF AVAILABLE BALANCE TO EXPEND IN A FUTURE FISCAL YEAR.

OFFICER APPROVAL: DATE: LOGON:

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10

Done Internet

#### Explanation

An **election to carryover** the FY06 TTF available balance to a future fiscal year requires a certification. In order to certify your request to carryover, you must first complete Options 1 (TTF Progress Survey) & 2 (VITA SRA Certification). After completing this screen you may exit the system or return to the TTF Menu to request \$1 TTF Funds. **You will only see this screen if you elect to carryover your FY06 TTF available balance.**

#### Certification

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your code are letters of the alphabet. This is a required field. Press ENTER to save your entry.

#### PF Keys

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F7 Previous screen  
F8 Next screen  
F12 COIN Main Menu

#### Continue

Use **F3** key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 9

### TTF for Law and Chancery or Criminal Divisions

#### Explanation

This screen is available to **Clerks who answer “Y” to budget TTF in FY06**. §17.1-279F, Code of Virginia, allows a Clerk who is currently providing SRA (or has a plan in place to do so by the due date) to apply to the Compensation Board to use TTF for automation and technology improvements in the Law and Chancery or Criminal Divisions of the Circuit Court.

§17.1-279F states: *Such a request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board in approval of such an application shall consider what local funds have been spent by the jurisdiction to accelerate the implementation of the technology plan approved by VITA in each circuit court clerks’ office.*

#### Election

To concur with the election, enter “Y” for yes. Any value other than “Y” or “N” will result in an error message. This is a required field.

#### Officer Logon

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your code are letters of the alphabet. This is a required field. Press ENTER to save your entry.

#### PF Keys

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F7 Previous screen  
F8 Next screen  
F12 COIN Main Menu

#### Continue

Use **F3** key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 10 Equipment Request

### Explanation

Option 4 allows a Clerk to budget his/her FY06 TTF available balance for technology equipment. You may budget TTF for equipment if you are planning to **purchase the equipment directly** and not through a vendor with whom you have a signed services contract.

If a Clerk elects to budget in FY06, then either the Equipment Request screen, the Services Request screen, or both must be completed. The total equipment and/or services budget request(s) cannot exceed your FY06 TTF available balance.

Please refer to the online FY06 Policy and Procedure Manual for the reimbursement policy of personal computers at <http://www.scb.state.va.us/policies.html>. The Compensation Board's policy regarding the disposal of equipment purchased with TTF is that proceeds derived from the sale of **surplus equipment** purchased with TTF funds are kept locally. The Clerk is to net the proceeds against the cost of new equipment (purchased with TTF funds) and request reimbursement from the Compensation Board for the net amount.

The Officer's equipment request appears on the first detail line. The second line is for Compensation Board use only. Use the "Tab" key to move between columns. Do not use the \$ symbol, commas or cents in dollar amounts.

## PART A ~ FY06 TTF Budget Request

<b>Select (SEL)</b>	Options: A = Add a new line item, U = Update (change) an existing line item, or D = Delete an existing line item. Items cannot be added, changed or deleted once final TTF Budget Request Certification is made.
<b>Equipment Description</b>	Enter a brief description of the <b>Equipment</b> requested. This is a required field.
<b>Purpose Code</b>	Enter only <b>BI, BII, BIII, BIV, BV, or F</b> for each budget line item. For an explanation of purpose codes refer to page 23 of this manual or select F1 for Help. This is a required field.
<b>Cost</b>	Enter the unit <b>cost</b> of the equipment requested. The <b>cost</b> must be a whole number. Do not enter \$ symbol, commas or cents. This field is numeric and required. Amount must be greater than zero.
<b>Quantity</b>	Enter the <b>quantity</b> of equipment requested using whole numbers only. This field is numeric and required. Amount must be greater than zero. Press ENTER to update the request.
<b>Total Cost</b>	COIN will automatically compute the <b>total cost</b> (unit cost x quantity).
<b>Additional Line Items</b>	Each Equipment Request screen will only allow/display 3 line items. If additional line items are needed, press F8 for a new screen.
<b>Total Equipment/ Services</b>	COIN will automatically sum the total cost for all Equipment and/or Services requested and show the TTF remaining balance. The total Equipment and/or Services request(s) cannot exceed your FY06 TTF available balance.
<b>PF Keys</b>	F1 Help screen F2 Authorized Budget screen F3 TTF Menu F4 TTF Totals screen F7 Previous screen F8 Next screen F12 COIN Main Menu
<b>Continue</b>	Use <b>F4</b> key to view FY06 TTF Budget Totals, <b>F8</b> key for additional equipment screens, or <b>F3</b> key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 11 Services Request

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address http://ditmvs3.state.va.us/servlet/resqportal/resqportal Go

MCBS COIN BUDGET REQUEST 2005-07-28 07:32

V.08012005 FY: 2006 LOC: 003 OFF: 321 ALBEMARLE COUNTY

SERVICES REQUEST

TTF AVAILABLE BALANCE: \$ 175,538

SEL	VENDOR NAME	SERVICE DESCRIPTION	PURPOSE CODE	TOTAL COST
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

TOTAL EQUIPMENT / SERVICE REQUESTED: \$ 0

TTF REMAINING BALANCE: \$ 175,538

SELECT ( ) A=ADD U=UPDATE D=DELETE 0000 0000 0000

Enter Clear Exit F1 F2 F3 F4 F5 F6 F7 F8 F9 F10

Done Internet

### Explanation

Option 5 allows a Clerk to budget his/her FY06 TTF available balance for technology services. You may budget TTF for services if you have a **signed services contract(s) with a technology vendor(s). Equipment purchased through a vendor is to be budgeted in services.**

If a Clerk elects to budget in FY06, then either the Equipment Request screen, the Services Request screen, or both must be completed. The total equipment and/or services budget request(s) cannot exceed your FY06 TTF available balance.

Pursuant to §17.1-279B, Code of Virginia, *funds shall not be used for personnel costs within the circuit court clerks' offices*. Funding to hire employees to perform technology trust fund services, such as indexing or scanning, should be requested under Services with the locality listed as vendor and hiring agent. TTF reimbursements will be made to the locality and not the Circuit Court Clerk's office.

The Officer's services request appears on the first detail line. The second line is for Compensation Board use only. Use the "Tab" key to move between columns. Do not use the \$ symbol, commas or cents in dollar amounts.

### Select (SEL)

Options: A = Add a new line item, U = Update (change) an existing line item, or D = Delete an existing line item. Items cannot be added, changed or deleted once final TTF Budget

## PART A ~ FY06 TTF Budget Request

Request Certification is made.

<b>Vendor</b>	Enter the <b>vendor</b> name. Please spell out as completely as possible. This is a required field.
<b>Services Description</b>	Enter a brief description of the <b>Services</b> requested. This is a required field.
<b>Purpose Code</b>	Enter only <b>BI, BII, BIII, BIV, BV, or F</b> for each budget line item. For an explanation of purpose codes refer to page 23 of this manual or select F1 for Help. This is a required field.
<b>Total Cost</b>	Enter the <b>cost</b> for the services for each budget line item. The <b>cost</b> must be a whole number. Do not enter \$ symbol, commas or cents. This field is numeric and required. Amount must be greater than zero. Press ENTER to update the request.
<b>Additional Line Items</b>	Each Services Request screen will only allow/display 3 line items. If additional line items are needed, press F8 for a new screen.
<b>Total Equipment/ Services</b>	COIN will automatically sum the total cost for all Equipment and/or Services requested and show the TTF remaining balance. The total Equipment and/or Services request(s) cannot exceed your FY06 TTF available balance.
<b>PF Keys</b>	F1 Help screen F2 Authorized Budget screen F3 TTF Menu F4 TTF Totals screen F7 Previous screen F8 Next screen F12 COIN Main Menu
<b>Continue</b>	Use <b>F4</b> key to view FY06 TTF Budget Totals, <b>F8</b> key for additional services screens, or <b>F3</b> key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 12 FY06 Budget Request Certification

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://ditmvs3.state.va.us/servlet/resqportal/resqportal> Go

MCBT COIN BUDGET REQUEST 2005-07-28 07:33

V.08012005 FY: 2006 LOC: 003 OFF: 321 ALBEMARLE COUNTY

**TTF BUDGET REQUEST CERTIFICATION**

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PROCESS UTILIZED TO PROCURE ANY EQUIPMENT OR SERVICES FOR WHICH PAYMENT WILL BE MADE USING FUNDS REQUESTED HEREIN IS IN CONFORMANCE WITH THE VIRGINIA PUBLIC PROCUREMENT ACT, 11-35 ET.SEQ., CODE OF VIRGINIA.

I HAVE PROVIDED MY LOCAL GOVERNING BODY WITH A COPY OF ALL DOCUMENTATION AND JUSTIFICATION SUPPLIED TO THE COMPENSATION BOARD.

OFFICER APPROVAL: DATE: LOGON:

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN

SCB TEST

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10  
F11  
F12

Done Internet

### Explanation

Option 6 is required for Clerks who make a FY06 TTF budget request for Equipment and/or Services. Clerks must certify conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services budgets must be copied to your local governing body.

### Officer Logon

To concur, enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your code are letters of the alphabet. This is a required field. Press ENTER to save your entry.

### PF Keys

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F12 COIN Main Menu

### Continue

Use **F3** key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 13

### \$1 TTF Budget Request for Equipment and/or Services

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://ditmvs3.state.va.us/servlet/resqportal/resqportal> Go

MCBU-A COIN BUDGET REQUEST 07/28/2005 07:59

V.08012005 FY: 2006 LOC: 087 OFF: 321 HENRICO COUNTY

\$1 TTF BUDGET REQUEST FOR EQUIPMENT AND SERVICES

\$1 EQUIPMENT REQUEST:

\$1 SERVICES REQUEST:

BUDGET FOR EQUIPMENT IF YOU ARE PLANNING TO PURCHASE THE EQUIPMENT DIRECTLY  
BUDGET FOR SERVICES IF YOU HAVE A SIGNED SERVICES CONTRACT WITH A TECHNOLOGY  
VENDOR. EQUIPMENT PURCHASED THROUGH A SERVICE VENDOR IS TO BE BUDGETED IN  
SERVICES.

PRESS THE F8 KEY TO CERTIFY REQUEST

F1=HELP F2=ATH BDGT F3=MENU F4=TOTALS F8=NEXT F12=MAIN

SCB TEST

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10  
F11  
F12

#### Explanation

Option 7 is available to Clerks who are not currently providing SRA to land records on a court-controlled website. \$1 TTF money is available to Clerks who are experiencing a shortfall of funds needed to achieve the goal set by the General Assembly to provide SRA to land records on or before July 1, 2006.

#### \$1 Equipment Request

Enter the amount for equipment (dollar figure should be the difference between the funds you have available and what you need to finish the job). For example, Clerk Adams has a FY06 TTF available balance of \$1,000 but needs a new server that costs \$5,000. Clerk Adams may request \$4,000 from the \$1 TTF monies for equipment.

Please enter a whole number. Do not use a \$ symbol, commas or cents in dollar amounts. Press ENTER to save your entry.

#### \$1 Services Request

Enter the amount for services (dollar figure should be the difference between the funds you have available and what you need to finish the job). For example, Clerk Butler has a FY06 TTF available balance of \$2,500 but the technology services vendor has quoted to Clerk Butler a \$20,000 price tag for online secure remote access to land records on a court-controlled website. Clerk Butler may request \$17,500 from the \$1 TTF monies for services.

Please enter a whole number. Do not use a \$ symbol, commas or cents in dollar amounts. Press ENTER to save your entry.



## PART A ~ FY06 TTF Budget Request

### ***PF Keys***

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F8 Certification screen  
F12 COIN Main Menu

### ***Continue***

Use the **F8** key to proceed to Certification screen.

# PART A ~ FY06 TTF Budget Request

## Screen 14 \$1 TTF Fund Request Certification

ResQPortal TEST [ResQNet.com] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address <http://ditmvs3.state.va.us/servlet/resqportal/resqportal> Go

MCBU-B COIN BUDGET REQUEST 07/28/2005 15:43

V.08012005 FY: 2006 LOC: 840 OFF: 321 WINCHESTER CITY

\$1 TTF BUDGET REQUEST FOR EQUIPMENT AND SERVICES

I CERTIFY THAT THE AMOUNT OF MY REQUEST FROM THE \$1 TTF FUND IS BASED UPON A SHORTFALL OF FUNDS NEEDED TO ACHIEVE THE GOAL OF SECURE REMOTE ACCESS TO LAND RECORDS BY JULY 1, 2006. THE AMOUNT I AM REQUESTING FROM THE \$1 TTF FUND IS THE DIFFERENCE BETWEEN MY CURRENT AVAILABLE FUNDS AND THE TOTAL AMOUNT NEEDED TO REACH THE GOAL SET BY THE GENERAL ASSEMBLY.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PROCESS UTILIZED TO PROCURE ANY EQUIPMENT OR SERVICES FOR WHICH PAYMENT WILL BE MADE USING FUNDS REQUESTED HERIN, IS IN CONFORMANCE WITH THE VIRGINIA PUBLIC PROCUREMENT ACT, SECTION 11-35, ET. SEQ., CODE OF VIRGINIA. THIS REQUEST REPRESENTS ANTICIPATED EQUIPMENT AND SERVICES FUNDING NEEDS FOR THE CURRENT FISCAL YEAR. I HAVE PROVIDED THE GOVERNING BODY OF MY LOCALITY WITH A COPY OF ALL DOCUMENTATION AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

OFFICER APPROVAL: DATE: OFFICER LOGON:

CB APPROVAL: DATE: CB LOGON:

F1=HELP F2=ATH BDGT F3=MENU F4=TOTALS F7=PREV F12=MAIN

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10  
F11

### Explanation

To receive \$1 TTF money the Clerk must certify that he/she is experiencing a shortfall of funds needed to achieve the goal set by the General Assembly to provide SRA to land records on or before July 1, 2006.

Clerks must certify conformance with the Virginia Public Procurement Act. Documentation and justification for your Equipment and Services requests must be copied to your local governing body.

### Officer Logon

Enter your COIN USER ID, an alpha-numeric code supplied by the Compensation Board. The first three characters of your code are letters of the alphabet. This is a required field. Press ENTER to save your entry.

### PF Keys

F1 Help screen  
F2 Authorized Budget screen  
F3 TTF Menu  
F4 TTF Totals screen  
F7 Previous screen  
F12 COIN Main Menu

### Continue

Select the **F4** key for the TTF Totals screen or the **F3** key to return to the TTF Menu.

# PART A ~ FY06 TTF Budget Request

## Screen 15 TTF Budget Request Totals

MCBW COIN BUDGET REQUEST 07/28/2005 07:36  
V.07012005 FY: 2006 LOC: 003 OFF: 321 ALBEMARLE COUNTY

TECHNOLOGY TRUST FUND BUDGET REQUEST TOTALS

TTF AVAILABLE BALANCE 175,538.38

	LAND RECORDS (BI-BV)	LAW, CHANCERY AND CRIMINAL (F)	TOTAL
TTF EQUIPMENT:	0.00	0.00	0.00
	0.00	0.00	0.00
TTF SERVICES:	0.00	0.00	0.00
	0.00	0.00	0.00
TTF BUDGET:	0.00	0.00	0.00
	0.00	0.00	0.00
EQUIPMENT REQUEST FROM THE \$1 TTF FUND			0.00
			0.00
SERVICES REQUEST FROM THE \$1 TTF FUND			0.00
			0.00

F1=HELP F3=MENU F12=MAIN

Enter  
Clear  
Exit  
F1  
F2  
F3  
F4  
F5  
F6  
F7  
F8  
F9  
F10  
F11

### Explanation

The F4 key displays budget request totals from \$4 TTF monies:

- Equipment request for land records technology;
- Services request for land records technology;
- Equipment request for technology improvements in Law and Chancery or Criminal Divisions;
- Services request for technology improvements in Law and Chancery or Criminal Divisions;
- Total equipment request; and
- Total services request.

Your total FY06 \$4 TTF budget request cannot exceed the FY06 TTF available balance for your locality.

The F4 key also displays budget request totals from the \$1 TTF Fund:

- Equipment request for land records technology, and
- Services request for land records technology.

### PF Keys

F1 Help screen  
F3 TTF Menu  
F12 COIN Main Menu

## PART A ~ FY06 TTF Budget Request

### *Purpose Codes*

#### **Purpose Codes for Equipment and/or Services Requests from TTF** §17.1-279, Sections B and F, Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in the **Law and Chancery or Criminal Divisions**.

**Contact Lisa Carson** at the Compensation Board for customer service regarding a TTF budget request.

(804) 786-0786 x.202 phone  
[lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov) email

## PART B ~ TTF Mid-Year Docket Request

### 4 Reasons to Make a TTF Mid-Year Docket Request

- You originally elected to **carryover** available TTF to the next fiscal year and now would like to request funds for the **current-year budget**. Use Form 1 and Form 4. In addition, use Form 2 if budgeting for equipment and/or Form 3 if budgeting for services. Be sure to check the "Cancel Carryover" box on Form 2 and/or Form 3.
- You need **access to additional TTF funds** than the amount you originally budgeted in August. Your total budget request cannot exceed your TTF available balance for this fiscal year. Use Form 2 if requesting equipment and/or Form 3 if requesting services. Be sure to check the "Additional TTF" box on Form 2 and/or Form 3.
- You are currently providing (or have a plan to provide) secure remote access to land records and would like to use **TTF for Law and Chancery or Criminal Divisions**. Use Form 5 and Form 2 (Equipment) and/or Form 3 (Services). Be sure to choose Purpose Code F.
- You did **not previously budget** your available TTF for the current fiscal year in August. Use Form 4 and Form 2 if requesting equipment and/or Form 3 if requesting services.

### 3 Reasons **Not** to Make a TTF Mid-Year Docket Request

- You would like to **transfer TTF funds** from your Equipment budget to Services budget, or vice-versa. In May 2005, the Compensation Board made a decision to allow transfer of funds between the equipment and services budgets without docket action.
- You want to **add a vendor** name to your Services budget. No docket action is needed. Provide to the Compensation Board written notice of the vendor name and contact information.
- You have previously budgeted for services or equipment in the current fiscal year and now you need to **revise your budget(s)**. You do not need a docket request to make different purchases within the equipment budget or within the services budget. Make your technology purchases and seek reimbursement in your usual way.

### 4 Steps in Making a Mid-Year TTF Docket Request

1. Carefully follow all instructions on the **forms**. Print or type information.
2. Clerks making a TTF Mid-Year Docket Request must make a **written request** to the Compensation Board on court letterhead, signed and dated by the Clerk. Concisely outline your request. Include the dollar amount and a description of the equipment or services, and purpose (for land records or Law and Chancery or Criminal Divisions). If requesting services please supply vendor name.
3. **Fax** all forms and letter to the Compensation Board, (804) 371-0235, to the attention of Lisa Carson.
4. Check for Board action in the meeting minutes on the **website** the day after the scheduled monthly Board Meeting at <http://www.scb.virginia.gov/minutes.html>. Print specific pages of the minutes, if desired. The minutes of the meeting is the only confirmation that the Board acted on your request.

## PART B ~ TTF Mid-Year Docket Request

	<b>Form Title</b>	<b>Form Purpose</b>
<i>Form 1</i>	TTF Carryover-to-Budget	Use to cancel current-year TTF carryover request and transfer TTF available balance to current-year budget.
<i>Form 2</i>	TTF Equipment Request	Use to request funds for equipment to enable secure remote access to land records—this <u>does not</u> include equipment purchased by a vendor under a signed services contract.
<i>Form 3</i>	TTF Services Request	Use to request funds for vendor services to enable secure remote access to land records— this <u>does</u> include equipment if purchased under a signed services contract.
<i>Form 4</i>	VITA Secure Remote Access Certification	Use in the middle of fiscal year if no previous TTF budget was submitted in August. Use if originally elected to carryover TTF.
<i>Form 5</i>	TTF for Law and Chancery or Criminal Divisions	Use if secure remote access to land records is fully implemented and request TTF money for automation and technology improvements in other divisions.

### Helpful Tips:

- Compensation Board meetings are usually scheduled for the **third Wednesday** morning of the month. Check the monthly meeting schedule at <http://www.scb.state.va.us/cal.html>. Make your docket request at the beginning of the month for action in that same month.
- Call or email Lisa Carson after faxing your TTF Mid-Year Docket Request letter and form(s) to make certain the Compensation Board has received your request.
- Call or email **Lisa Carson** at the Compensation Board for customer service regarding a **TTF Mid-Year Docket Request**:  
 Phone (804) 786-0786 x.202  
 Email at [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).
- For questions regarding monthly **TTF reimbursement contact Paige Curtis**:  
 Phone (804) 786-0786 x.217  
 Email at [paige.curtis@scb.virginia.gov](mailto:paige.curtis@scb.virginia.gov).

## PART B ~ TTF Mid-Year Docket Request

*Form 1*

### TTF Carryover-to-Budget

**Instructions:** Use Form 1 if you originally elected to carryover available TTF to next fiscal year and now you are requesting to budget TTF for this fiscal year.

**To cancel your carryover election and transfer TTF funds to current-year budget:**

*I certify to the best of my knowledge and belief that the process utilized to procure any equipment or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, § 11-35 et. seq., Code of Virginia. This request represents anticipated equipment and services funding needs for the current fiscal year. I have provided my local governing body with a copy of all documentation and justification for my budgeting request.*

Current-Year TTF Available Balance	\$	Move to Current-Year Budget	\$
------------------------------------	----	-----------------------------	----

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

**Important** – If you did not originally budget your available TTF in August then the Compensation Board did not request the Department of Planning and Budget to include your funds in its September appropriation request for TTF. This means that mid-year access to your available TTF funds is not guaranteed. "Carryover-to-Budget" requests will be approved on a case-by-case basis and on availability of funds.

# PART B ~ TTF Mid-Year Docket Request

*Form 2*

## TTF Equipment Request

**Instructions:** Use Form 2 if you are requesting TTF for equipment purchases in the current fiscal year. Request TTF for Equipment if you are buying the equipment directly and not through a services vendor with whom you have signed a services contract. If you are budgeting TTF for the first time this fiscal year then you must also use Form 4.

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

Current-Year  
TTF Available  
Balance \$

Choose  
Request:

☐  
☐

Cancel Carryover: Move to Current-Year Budget  
Need Additional TTF \$ for Equipment

*Equipment Description	Purpose Code	Unit Cost	Quantity	Total Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$

\*Does not include equipment purchased by a vendor under a signed services contract.

**Total TTF EQUIPMENT Request:** \$  
(Do not exceed your total TTF available funds.) \_\_\_\_\_

*Purpose Codes BI-V apply to land records automation. Purpose Code F applies to technology improvements in Law and Chancery or Criminal Divisions.*

### Purpose Codes for Equipment and/or Services Requests from TTF § 17.1-279 (B, F) Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in the **Law and Chancery or Criminal Divisions**.



# PART B ~ TTF Mid-Year Docket Request

*Form 3*

## TTF Services Request

**Instructions:** Use Form 3 if you are requesting TTF for purchase of services in the current fiscal year. Request TTF for Services if you are purchasing equipment and/or services through a service vendor with whom you have a signed services contract. If you are budgeting TTF for the first time this fiscal year then you must also use Form 4.

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

Current-Year  
TTF Available  
Balance \$

Choose  
Request:

☐  
☐

Cancel Carryover: Move to Current-Year-  
Budget  
Need Additional TTF \$ for Services

Vendor Name	*Services Description	Purpose Code	Total Cost
			\$
			\$
			\$
			\$

\*Services include equipment if purchased under a signed services contract.

**Total TTF SERVICES Request:** \$  
(Do not exceed your total TTF available funds.) \_\_\_\_\_

Purpose Codes BI-V apply to land records automation. Purpose Code F applies to technology improvements in Law and Chancery or Criminal Divisions.

### Purpose Codes for Equipment and/or Services Requests from TTF § 17.1-279 (B, F) Code of Virginia

- BI** Developing and updating individual land records **automation plans** for individual circuit court clerks' offices;
- BII** Implementing automation plans to modernize land records individual circuit court clerks' offices and provide **secure remote access to land records** throughout the Commonwealth;
- BIII** Obtaining and updating office automation and information technology **equipment**, including **software and conversion services**;
- BIV** Preserving, maintaining, and enhancing court records, including, but not limited to, the costs of **repairs, maintenance, service contracts, and system upgrades**; and
- BV** Improving **public access** to court records.
- F** Automation and technology improvements in the **Law and Chancery or Criminal Divisions**.

## PART B ~ TTF Mid-Year Docket Request

*Form 4*

### VITA Secure Remote Access Certification

**Instructions:** Use Form 4 if you have not previously budgeted TTF in the current fiscal year. Secure remote access certification is required if budgeting for TTF.

Instructions: Answer Part 1. Proceed to Part 2 if answered **Yes** or Part 3 if answered **No**. Do not complete both Parts 2 and 3.

**Part 1** - My office currently provides secure remote access to land records on a court-controlled website. ☐ Yes ☐ No

**Part 2** – Yes, I am currently providing secure remote access to land records: Pursuant to § 17.1-279D and 2.2-3808.2, Code of Virginia, and in accordance with the Virginia Information Technologies Agency (VITA) document “Security Standards for Remote Access to Court Documents”, (ITRM Standard SEC503-02, dated March 28, 2005), and any previous revisions thereto, I certify that:

- This court’s website and supporting computer network or system are in compliance, and
- Any proposed technology improvements to land records on a court-controlled website will accommodate secure remote access.

Clerk’s Name (print) \_\_\_\_\_

Clerk’s Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

**Part 3** – No, I am not currently providing secure remote access to land records: Pursuant to § 17.1-279D and 2.2-3808.2, Code of Virginia, and in accordance with the Virginia Information Technologies Agency (VITA) document “Security Standards for Remote Access to Court Documents”, (ITRM Standard SEC503-02, dated March 28, 2005), and any previous revisions thereto, I certify that:

- This court’s website and supporting computer network or system will be in compliance, and
- My request for TTF monies is based upon my intent to provide secure remote access to land records on a court-controlled website on or before July 1, 2006.

Clerk’s Name (print) \_\_\_\_\_

Clerk’s Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

## PART B ~ TTF Mid-Year Docket Request

*Form 5*

TTF for Law and Chancery or Criminal Divisions

**Instructions:** Use Form 5 if requesting TTF for Law and Chancery or Criminal Divisions.

**Currently Providing (or have a Plan to Provide) Secure Remote Access to Land Records on a Court-Controlled Website.**

*Pursuant to §17.1-279F, Code of Virginia, if a Circuit Court Clerk has implemented an automation plan for his land records that will accommodate secure remote access to land records on a court-controlled website, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in the Law and Chancery or Criminal Division of his office.*

*I certify compliance with §17.1-279F, Code of Virginia, and I elect to budget TTF for Law and Chancery or Criminal Divisions.*

☐ Yes ☐ No

Current-Year TTF Available Balance	\$	TTF Request for Law and Chancery or Criminal Divisions	\$
--	----	--	----

Clerk's Name (print) \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Locality Name \_\_\_\_\_

Locality Code \_\_\_\_\_ Date \_\_\_\_\_

**Contact Lisa Carson** at the Compensation Board for customer service regarding a TTF Mid-Year Docket Request:

Phone (804) 786-0786 x.202

Email at [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).

# Code of Virginia

§ [17.1-279](#). Additional fee to be assessed by circuit court clerks for information technology.

A. In addition to the fees otherwise authorized by this chapter, the clerk of each circuit court shall assess a \$5 fee, known as the "Technology Trust Fund Fee," in each law and chancery action, upon each instrument to be recorded in the deed books, and upon each judgment to be docketed in the judgment lien docket book. Such fee shall be deposited by the State Treasurer into a trust fund. The State Treasurer shall maintain a record of such deposits.

B. Four dollars of every \$5 fee shall be allocated by the Compensation Board from the trust fund for the purposes of: (i) developing and updating individual land records automation plans for individual circuit court clerks' offices; (ii) implementing automation plans to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth; (iii) obtaining and updating office automation and information technology equipment including software and conversion services; (iv) preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts and system upgrades; and (v) improving public access to court records. The Compensation Board in consultation with circuit court clerks and other users of court records shall develop and update policies governing the allocation of funds for these purposes. However, such funds shall not be used for personnel costs within the circuit court clerks' offices. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will accommodate secure remote access to those land records on a statewide basis.

The annual budget submitted by each circuit court clerk pursuant to § [15.2-1636.7](#) may include a request for technology improvements in the upcoming fiscal year to be allocated by the Compensation Board from the trust fund. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board shall allocate the funds requested by the clerks in an amount not to exceed the deposits into the trust fund credited to their respective localities.

C. The remaining \$1 of each such fee may be allocated by the Compensation Board from the trust fund (i) for the purposes of funding studies to develop and update individual land-records automation plans for individual circuit court clerks' offices, at the request of and in consultation with the individual circuit court clerk's offices, and (ii) for the purposes enumerated in subsection B to implement the plan to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth. The allocations pursuant to this subsection may give priority to those individual clerks' offices whose deposits into the trust fund would not be sufficient to implement its modernization plan. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will accommodate secure remote access to those land records on a statewide basis.

D. Secure remote access to land records shall be by paid subscription service through individual circuit court clerk's offices pursuant to § [17.1-276](#), or through designated application service providers. Compliance with security standards developed by the Virginia Information Technologies Agency pursuant to § [2.2-3808.2](#) shall be certified by the individual circuit court clerks' offices to the Virginia Information Technologies Agency and the Compensation Board. The individual circuit court clerk's office or its designated application service provider shall certify compliance with such security standards. Nothing in this section shall prohibit the Compensation Board from allocating trust fund

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money to individual circuit court clerks' offices for the purpose of complying with such security standards.

E. Such fee shall not be assessed to any instrument to be recorded in the deed books nor any judgment to be docketed in the judgment lien docket books tendered by any federal, state or local government.

F. If a circuit court clerk has implemented an automation plan for his land records that will accommodate secure remote access on a statewide basis, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in the law and chancery divisions, or the criminal division, of his office. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board in approval of such application shall consider what local funds have been spent by the jurisdiction to accelerate the implementation of the technology plan approved by the Virginia Information Technologies Agency in each circuit court clerk's office.

G. Information regarding the technology programs adopted by the circuit court clerks shall be shared with the Virginia Information Technologies Agency, The Library of Virginia, and the Office of the Executive Secretary of the Supreme Court.

H. Nothing in this section shall be construed to diminish the duty of local governing bodies to furnish supplies and equipment to the clerks of the circuit courts pursuant to § [15.2-1656](#). Revenue raised as a result of this section shall in no way supplant current funding to circuit court clerks' offices by local governing bodies.

I. It is the intent of the General Assembly that all circuit court clerks provide secure remote access to land records on or before July 1, 2006.

*J. Effective July 1, 2006, except for transfers pursuant to this section, there shall be no transfers out of the fund, including transfers to the general fund.*

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§ [2.2-3808.2](#). Posting certain information on the Internet; prohibitions.

A. Beginning January 1, 2004, no court clerk shall post on a court-controlled website any document that contains the following information: (i) an actual signature; (ii) a social security number; (iii) a date of birth identified with a particular person; (iv) the maiden name of a person's parent so as to be identified with a particular person; (v) any financial account number or numbers; or (vi) the name and age of any minor child.

B. Each such clerk shall post notice that includes a list of the documents routinely posted on its website.

C. Nothing in this section shall be construed to prohibit access to any original document as provided by law.

D. This section shall not apply to the following:

1. Providing secure remote access to any document by means of a network or system that complies with security standards developed by the Virginia Information Technologies Agency in consultation with the circuit court clerks, the Executive Secretary of the Supreme Court, the Compensation Board, interested citizens, and users of land and other court records. Such standards shall include, but not be limited to, a requirement, as a precondition for access, for registration by users in person or by means of a notarized or otherwise sworn application that establishes the prospective user's identity, business or residence address, and citizenship status;

2. Postings related to legitimate law-enforcement purposes;

3. Postings of historical, genealogical, interpretive, or educational documents and information about historic persons and events; and

4. Postings of instruments and records filed or recorded prior to ~~1902~~ 1905.

*E. The clerk of the circuit court of any jurisdiction shall be immune from suit arising from any acts or omissions relating to providing remote access on the Internet pursuant to this section unless the clerk was grossly negligent or engaged in willful misconduct.*

*This subsection shall not be construed to limit, withdraw or overturn any defense or immunity already existing in statutory or common law, or to affect any cause of action accruing prior to the effective date of this subsection.*

*F. This section shall expire on July 1, 2007.*